

COSA JUSTIFICATION FORM

This Vehicle Justification Form will be utilized to review requirements when requesting SUVs, fleet reconfigurations, or adding new vehicles and equipment to the fleet. The overall utilization requirements, safety, fuel consumption, and cost are key considerations in the approval process.

Check the appropriate box below:

Replacement Vehicle

Reconfiguration Request

New Vehicle Request

SECTION 1. EXISTING VEHICLE INFORMATION

Name:	Department:	Email:
Replacing Vehicle #:	Year/Make/Model:	Current Date:
Odometer Hour Meter	Current Meter Reading:	Phone:

SECTION 2. REQUESTED VEHICLE INFORMATION

Sedan	Pick-up Truck	SUV	Minivan	Full Size Van	Cargo or Number of Passengers:
Cargo Van	Passenger Van	2 Wheel Drive	4 Wheel Drive	Other (list)	

SECTION 3. FUEL TYPE REQUESTED

Gasoline	Hybrid	Diesel	Propane	CNG	Electric	Flex-Fuel	Other
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SECTION 4. ADDITIONAL INFORMATION

Reason for requested vehicle: (transport passengers or cargo, type of terrain to travel, how often, etc.):

Estimated average annual mileage vehicle will travel:

City Employees to be Assigned to Requested Vehicle: (list all drivers and average number passengers traveling per day):

Unique vehicle specifications required for operation: (type of cargo, cargo dimensions, weight restrictions, trailering requirements, ground clearance, and other pertinent information regarding use.)

Describe any after-market modifications required for this vehicle: (lift gate, service body, spray-on bedliner, communication equipment, partitions, etc.):

Reconfiguration: (upgrading or downsizing existing fleet asset, etc.):

SECTION 5. OFFICIAL USE ONLY

Approved	Denied	Requesting Director's Signature:	Date:
Approved	Denied	Fleet Services Director's Signature:	Date:
Denial Reasons:			
Approved	Denied	Assist. City Manager's Signature:	Date:
Approved	Denied	City Manager's Signature:	Date:

Please submit Completed Form as an attachment to: Fleet_Acquisitions@sanantonio.gov